

# Overdue Invoice Payment Arrangement Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the overdue invoice #[Insert Invoice Number], which was due on [Insert Due Date]. As of today, the invoice remains unpaid, and I would like to explore a payment arrangement that works for both parties.

Due to [briefly explain your situation, e.g., unforeseen circumstances, cash flow issues], I am unable to settle the full amount at this time. I respectfully request that we set up a payment plan of [insert proposed payment amount] per month, starting on [insert start date], until the outstanding balance is cleared.

Please let me know if this arrangement is acceptable to you, or if there are any other terms you would like to propose. I appreciate your understanding and look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]